

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TENNESSEE  
Electronic Case Filing (ECF) System  
Registration Form**

NAME:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

BAR ID # and STATE:\_\_\_\_\_

LAW FIRM NAME:\_\_\_\_\_

FIRM ADDRESS:\_\_\_\_\_

PHONE NUMBER:\_\_\_\_\_ FAX NUMBER:\_\_\_\_\_

EMAIL ADDRESS FOR ECF SYSTEM\_\_\_\_\_

**Check Only if Applicable:**

☐ *Pro Hac Vice* Status: I declare, under penalty of perjury, that I am a member in good standing of the state bar of \_\_\_\_\_, that I am admitted to practice in the United States Court for the \_\_\_\_\_ District of \_\_\_\_\_, and that I will seek, or have been granted, permission to practice *pro hac vice* in the United States Bankruptcy Court for the Eastern District of Tennessee.

☐ Claims or Other Limited Use Application (for creditors or claim agents): I declare, under penalty of perjury, that on behalf of \_\_\_\_\_, I am authorized to prepare and file proofs of claim, transfers of claims, withdrawals of claims, notices of appearances and requests for notices, and/or reaffirmation agreements.

**By submitting this registration form, I understand and agree to the following:**

1. The password issued to me upon completion of the registration process will permit me to file pleadings and documents electronically. The use of this password in the ECF system will identify me and will serve as and constitute my signature for all purposes, including Fed. R. Bankr. P. 9011. It will be my responsibility to protect and secure the confidentiality of my password, and I understand that if I allow my password to be used by anyone other than myself I do so at my own risk. If I believe that the security of my password has been compromised in any way, I will immediately notify the clerk of the court and obtain a new password.

2. I waive the right to notice and service by personal service or first-class mail and consent to receive notice electronically, except with regard to service of a summons and

complaint under Fed. R. Bankr. P. 7004. I also consent to electronic notice of the entry of a judgment or order under Fed. R. Bankr. P. 9022(a). I agree to maintain an active email address in order to receive notices and orders electronically.

3. I will notify the clerk of the court immediately of any changes in my address, telephone number, fax number, or email address.

4. I will abide by the Local Rules of the court and the Administrative Procedures for Electronic Case Filing, as adopted and as may be amended from time to time by the court.

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Applicant's Signature

**If the applicant is seeking a waiver of the training requirement, then the applicant must execute to the following statement:**

By signing this statement below, I certify that I am currently an ECF registered user in another bankruptcy court, namely \_\_\_\_\_; that I have reviewed a copy of this court's Local Rules and the Administrative Procedures for Electronic Case Filing; and that I understand that all electronic filings are subject to these rules and procedures.

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Applicant's Signature

**Please return this form to:**

**Note: The form should be sent to the office where you wish your training to take place.**

**United States Bankruptcy Court,  
ATTN: ECF Registration,  
Historic U.S. Courthouse  
31 E. 11<sup>th</sup> Street,  
Chattanooga, Tennessee 37402**

**or**

**United States Bankruptcy Court  
ATTN: ECF Registration  
James H. Quillen United States Courthouse  
220 West Depot Street, Suite 218  
Greeneville, Tennessee 37743**

**or**

**United States Bankruptcy Court  
ATTN: ECF Registration  
Howard H. Baker Jr. U.S. Courthouse  
800 Market Street, Suite 330,  
Knoxville, Tennessee 37902**